Stewardship Officer

Full Time 24 Month Contract

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation (HHSF), you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate and caring community. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences Foundation is building upon a strong foundation of our Culture Code that includes the values of respect, impactful and inspiring. We believe that relationships and partnerships are the basis of excellence in fundraising and have a vision to see a community of inspired and committed donors. Every position in HHSF contributes to a safe, inclusive environment for all through compliance with our equity, diversity and inclusion philosophy and patient and staff safety policies and procedures.

Position Summary:
Reporting to the Vice President, Marketing and Communications, you will play a pivotal role in providing support during a leave of absence to managing and enhancing donor stewardship efforts at HHSF. In this role, you will oversee and execute donor recognition initiatives, maintain the stewardship matrix, and lead donor impact reporting, including stewardship metrics and analysis. Your work will ensure meaningful donor engagement through personalized stewardship experiences. An exciting component of this role includes managing HHSF's transition from a static donor wall to a dynamic digital donor wall, in collaboration with hospital partners.

Beyond stewardship program management, you will lead donor recognition strategies, developing and implementing donor signage and naming opportunities across hospital sites. You will also oversee donor recognition process, ensuring consistency, equity, and alignment with HHSF goals while fostering a culture of philanthropy. Event stewardship will be another critical aspect of your role, coordinating donor appreciation activities, VIP receptions, and post-event communications. By staying informed on industry best practices and bringing forward innovative recognition and stewardship opportunities, you will help strengthen donor relationships and enhance fundraising success at HHSF.

Qualifications:

- Post-secondary education in business administration, events, public relations, fundraising, or relevant field. An equivalent combination of education and experience will be considered.
- Three (3+) years progressive fundraising, donor relations, and/or stewardship experience in a similar position or fundraising environment
- Experience in non-profit/charitable sector preferred

- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem solving skills
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Demonstrated stakeholder relations to cultivate, build and maintain positive donor, prospect, and community relationships
- Demonstrated project and program management experience
- Understand the need for professionalism, discretion and patience when communicating with donors and volunteers
- Accuracy and attention to detail is imperative
- Ability to analyze results and make appropriate adjustments and recommendations
- Strong computer skills with proficiency in Microsoft applications (365, Excel, Word, PowerPoint, Outlook), CANVA, data entry into and reporting from database system, and chat and video conferencing programs
- Experience with Raiser's Edge, Financial Edge and TeamRaiser (Blackbaud Software) an asset
- Experience with GiftMap an asset

Working Hours, Location and Requirements

- This position operates Monday to Friday 8:30 am – 4:30 pm, onsite at Hamilton Health Sciences Foundation head office at 1 King Street West, Hamilton, ON. The nature of the work is that some evening and weekend work is required to attend events and meetings.
- Travel is required as the position will regularly visit various locations (i.e. Hamilton Health Science affiliated sites, event locations, corporate partners, donors). The incumbent must possess a valid driver's license and have use of a reliable vehicle.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment; the regional police service will determine suitable police check.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

At Hamilton Health Sciences Foundation, we are committed to offering a comprehensive total rewards package that supports your well-being:

- We provide a competitive hiring range of $55,000 to $65,000, commensurate with experience.
- This contract opportunity includes 6% of earnings in lieu of vacation, and 13% of earnings in lieu of benefits and statutory holidays. Pay in lieu of benefits will reduce to 9% if already a member of HOOPP or voluntary enrollment in the pension program.
- We have a culture which supports and encourages continuous professional development and career growth opportunities

How to Apply: to help us learn more about you, please submit your resume and cover letter articulating why you are interested in working for the Hamilton Health Science Foundation to HHSFcareers@hhsc.ca**,** by **April 14th, 2025**. If you do not have all qualifications, we are still interested in your application. Applications will be reviewed and invited for next stages of the recruitment process, as received. We would like to thank all who apply, but only those selected to move forward will be contacted.

The Hamilton Health Sciences Foundation is an inclusive and equal opportunity employer. Our commitment to equity, diversity and inclusion within HHSF reflects a belief that we will make the greatest impact to our mission when everyone can genuinely and fully participate without barriers or exclusion. We are dedicated to creating a workplace reflective of the community we live, work and serve and welcome applications from diverse and equity-deserving groups.

HHSF is committed to providing a barrier-free recruitment process and work environment. Accommodation, if requested, will be provided throughout the recruitment process in accordance with the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should any candidate require accommodation in any phase of the recruitment process, please contact Heather Slye (905.521.2100 x 44624 or HHSFcareers@hhsc.ca) for assistance.